



EXECUTIVE DIRECTOR Position Description



If you are interested in this exceptional opportunity, please submit a detailed resume immediately to:

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Should you have any questions regarding your own interest, or a referral of a colleague, please contact us.

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Tallahassee Housing Authority

Providing Homes, Building Families, Enhancing the Future

Formed in 1946, the Tallahassee Housing Authority is a public entity that provides federally subsidized housing and housing assistance to families, within the Tallahassee, Leon County area. The Tallahassee Housing Authority provides affordable housing for persons with low to moderate incomes through two programs: Housing Choice Voucher (HCV)/Section 8 and Public Housing. The Tallahassee Housing Authority also provides supportive services for our residents (clients) and coordinates additional services through the Family Self-Sufficiency (FSS) program. Funding for all programs is provided by the U.S. Department of Housing and Urban Development (HUD). Tallahassee Housing Authority provides quality affordable housing for low-to moderate-income households, fosters sustainable communities, and cultivates opportunities for residents to improve their lives in collaboration with local supportive services.



POSITION SUMMARY

The executive director serves as chief operating officer for the Authority to ensure the provision of affordable housing opportunities in viable communities for lower-income households.

DUTIES AND RESPONSIBILITIES

- Executes all decisions impacting the overall operation of the Authority;
- Develops, for the purpose of day-to-day administration, specific policies, procedures, and programs;
- Plans, organizes, and directs programs and services, evaluates results and recommends policies, procedures and action to achieve goals;
- Gives guidance on matters of program, publications budget, and legal responsibility.
- Directs approved programs, projects, and major activities of the staff;

- Obtains maximum utilization of the staff by clearly defining objectives and establishing standards to ensure Authority goals are met;
- Responsible for the management of fiscal resources and development of grants and contracts;
- Responsible for ensuring that all funds, physical assets, and other property of the Authority are appropriately safeguarded and administered;
- Responsible for securing outside funding in the form of grants and contracts from public and private source;
- Maintains effective relationships with other organizations, both public and private, and ensures the image of the Authority is enhanced in accordance with the policies and objective of the Authority.
- Serves as overall liaison to all program advisory committees and the Executive Staff;
- The ED maintains personal contacts with staff, Board Of Commissioners, and the public to the greatest degree possible;
- Plans and directs the execution of the full range of administrative, fiscal, technical and other specialized disciplines necessary for the operation and maintenance of a large public housing authority;
- Meets and confers with government officials elected representatives and community leaders for the purpose of maximizing public housing services and ensuring compliance with applicable federal, state and local laws and regulations;
- Directs the preparation, development and approval of the Authority's annual budget;
- Meets, confers, and negotiates with local and Washington, D.C. staff of the U.S. Department of Housing.



QUALIFICATIONS



- Comprehensive knowledge of federal, state and local legislation affecting public housing programs;
- Knowledge of available public and private resources;
- Knowledge of modern principles, methods, and techniques of administration and program planning;
- Knowledge of HUD rules and regulations;
- Should possess the ability to establish and maintain effective working relationships

with federal, state, regional, and local agencies, community leaders, and the general public;

- The ability to identify, analyze, and resolve administrative issues and concerns;
- The ability to develop and execute policies and programs of a large public housing agency;
- The ability to administer and direct management operations;
- Effective communication, interpersonal, analytical and problem-solving skills which are essential to interact with government officials, elected representatives, community leaders, and senior staff members, residents;
- The ability to direct the day to day operations of the organization.
- This position requires a bachelor's degree in business administration, sociology, urban planning, public administration or related field; a minimum of 10 years of progressive responsible senior management experience in public housing or real estate management or the equivalent combination of education and related work experience.

THE CITY OF TALLAHASSEE

Tallahassee is the capital city of Florida, uniquely situated in the Florida Panhandle, a region distinct from the state's more famous beaches and theme parks. It serves as the political and governmental heart of the state, housing the Florida State Capitol, Supreme Court, and numerous state agency headquarters. Beyond its governmental role, Tallahassee is a city deeply rooted in history, natural beauty, and a vibrant collegiate atmosphere, largely due to the presence of Florida State University (FSU) and Florida A&M University (FAMU).

The city's history predates European settlement, with evidence of indigenous communities dating back thousands of years. It became the capital of the Florida Territory in 1824, chosen for its central location between the then-major cities of St. Augustine and Pensacola. This historical significance is woven into the city's fabric, evident in its antebellum homes, historic districts, and numerous museums. Tallahassee is also known for its rolling hills, mature oak trees, and



abundant green spaces, offering a stark contrast to the flat, sandy landscapes often associated with Florida. It's a place where Southern charm meets political gravitas, creating a unique blend of culture, education, and natural serenity.

Things to Do in Tallahassee:

Tallahassee offers a diverse range of activities, blending history, nature, and collegiate energy. Here's a list of things to do in the city:

History & Culture:

- **Florida State Capitol:** Visit the historic Old Capitol building, which now serves as a museum, and the modern 22-story New Capitol building, offering panoramic views of the city from its observation deck.
- **Florida Historic Capitol Museum:** Located in the beautifully restored Old Capitol, this museum tells the story of Florida's political history.
- **Mission San Luis de Apalachee:** Explore a reconstructed 17th-century Spanish mission and Apalachee Indian village, offering a fascinating glimpse into colonial Florida.
- **Tallahassee Museum:** A unique outdoor museum featuring historical buildings, a wildlife park with native Florida animals, and a ropes course.
- **Goodwood Museum & Gardens:** Tour a historic 19th-century plantation home and its extensive gardens, offering insights into Tallahassee's past.
- **Florida A&M University (FAMU) and Florida State University (FSU):** Explore these historic university campuses, attend a sporting event, or visit their respective museums and cultural centers.

Nature & Outdoors:

- **St. Marks National Wildlife Refuge:** Just a short drive south, this refuge offers incredible opportunities for birdwatching, hiking, and wildlife viewing along the Gulf Coast.
- **Alfred B. Maclay Gardens State Park:** Known for its stunning ornamental gardens, especially vibrant in spring, as well as walking trails, biking paths, and lake access.
- **Cascades Park:** A beautiful urban park in downtown Tallahassee featuring walking trails, a waterfall, an amphitheater, and a children's splash pad.
- **Lafayette Heritage Trail Park:** Offers miles of trails for hiking, biking, and horseback riding around Lake Lafayette.
- **Tallahassee-St. Marks Historic Railroad State Trail:** A paved trail perfect for cycling or walking, following the route of Florida's first railroad.

Food & Drink:

- **Local Dining Scene:** Explore Tallahassee's diverse culinary offerings, from traditional Southern comfort food to international cuisine.
- **Craft Breweries:** The city has a growing craft beer scene with several local breweries offering tours and tastings.
- **Downtown Market:** Check out the local farmers' market for fresh produce, artisanal goods, and food vendors.

Arts & Entertainment:

- **Railroad Square Art District:** A vibrant arts park featuring galleries, studios, shops, and a lively atmosphere, especially on "First Friday" events.
- **FSU's Ruby Diamond Concert Hall:** Catch a variety of musical performances, from classical to contemporary.
- **The Moon:** A popular venue for live music and entertainment.

